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Approved For Release 2000/09/02 : CIA-RDP83-00764R000400050027-5

Executive Registry
65-4604

3 August 1965

MEMORANDUM FOR: Executive Director-Comptroller
Deputy Director for Plans
Chief, Historical Staff, O/DCI

SUBJECT : Second Quarterly Report on the Clandestine Services
Historical Program - May through July 1965

1. The "Handbook for the Writing of Clandestine Services History" (Attachment H) has been prepared in its first draft. It has been distributed to the Responsible Historical Officers (RHO) and to the Records Management Officers (RMO) of all DDP divisions and staffs, in explaining the interrelationships of the various aspects of the CS historical program. I have given a copy of Mr. Richard M. Helms' memorandum to "The Writers of Clandestine Services History" (Attachment G) and a copy of the Handbook to each person who is preparing a historical paper, whether it is a major history or a monograph on a significant function or operation. The Handbook is intended as a guide and provides methods, procedures, technical help and direction to the writer.

2. The five indexes defined in Appendix A to the Handbook were set up early this year. In the past three months the format and procedures applied to each have been refined. The status of this part of the CS program and the related work of the Clandestine Services Group of the Historical Staff (HS/CSG) is summarized in Attachment D.

3. Action has been taken on the Board's recommendations to make use of the abilities and experiences of 25 selected DDP officers who will be retiring by the end of 1966. Twelve of these are now writing or participating in the writing of historical papers, five are overseas and others have retired or will retire shortly and cannot be brought into the CS historical program. We do not yet have any standard reportingsystem which feeds operational details into a historical office for analysis and the preparation of historical studies, as is done by the military. Neither has the Agency seen the value of acquiring accurate details on the spot of its activities on emergency situations such as the [REDACTED], as did the Department of State in sending a man to the scene to assemble essential records. Thus it is all the more important to carefully extract from still existing source documents and from knowledgeable persons prior to their resignation or retirement, what remains of our doctrine and expertise, so that it may be recorded, analysed, interpreted and passed to others to give foundation, depth and professionalism to our future endeavors.

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4. Through staff meetings and individual consultations it has been possible for me to direct and assist in the production of 22 major Clandestine Services histories which are now in process (Attachment A), and to plan for additional ones. At the same time 23 historical monographs on unique CS activities are in the process of being written (Attachment B). To eliminate duplication of effort, and make existing chronological summaries or reviews sequestered in files throughout the DDP available and of benefit to others, extant reviews of historical import are being identified and indexed. This is being done with the assistance of the Responsible Historical Officers who have requested the aid of branch and desk chiefs in checking their files for such papers (Attachment C).

25X1X4 5. The recording and evaluating of our efforts serve many useful purposes as indicated in Chapter V of the Handbook. In addition the work of the HS/CSG researchers produces valuable leads and supporting background material which contribute to the understanding and solution of problems of the moment. This work has provided material for the DDP representative on "The Planning Group," also documents have been located relative to the purposes and activities of the FBI in Latin America. A project has been initiated for the debriefing of returnees from the [REDACTED].

25X1X4 [REDACTED]. The DDP Representative and the HS/CSG consider the present historical work to be of high current potential.

6. The CS historical program has made notable progress in the past three months but debriefing assistance and editorial and rewrite support are now required if the program is to continue its forward progress. The undersigned (aside from the three research analysts who are primarily concerned with documentation and the related indexes) may be able to organize and manage a new program throughout the DDP and through ingenuity, conviction and salesmanship engender across-the-board interest and participation from division and staff chiefs on down. However, time and other factors make it impossible for me to carry out the concomitant work of debriefings and the final review and professional treatment of historical papers being submitted. The various aspects of this developing program will be closely watched during the next three months and it is hoped that some solution to the above requirements may be found.

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DDP Representative,
Historical Staff

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ATTACHMENTS:

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- A. Major Histories
- B. Historical Monographs
- C. Extant Reviews of Historical Import (Selected Examples)
- D. Activities Report of the HS/CSG - February to July 1965,
from Mr. [REDACTED]
- E. Visual Aids to the development of the CS Historical program
- F. Cover format for historical papers
- G. Mr. Richard M. Helms' memorandum to "The Writers of
Clandestine Services History"
- H. Handbook for the Writing of CS History

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